



CITY OF NEW ORLEANS
DEPARTMENT OF SAFETY & PERMITS
Mardi Gras Reviewing Stand / Bracing Permit

Date: _____ **Tracking Number:** _____

Permit Address: _____ **Suite/Unit:** _____

Owner Name: _____

Owner Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Owner Telephone No.: _____ **Secondary Telephone No.:** _____

Applicant Name (if different than owner): _____

Applicant Address: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **ZIP:** _____ **Telephone Number:** _____

The following items are required before a Certificate of Occupancy can be issued for a Mardi Gras:

☐ **Reviewing Stand Permit**

☐ **Bracing Permit**

- ☐ **A plot plan delineating the boundaries of the property, the location and dimensions of the reviewing stand or bracing on the property, including the location and distance to the nearest fire hydrant.**
- ☐ **A letter from the property owner authorizing use of the property (if the property owner is not the applicant). If the property is owned by a company, the letter must be provided on company letterhead.**
- ☐ **Approval from the Department of Public Works is required if the reviewing stand or bracing is to be placed on public property (contact the Traffic Engineering Division – 504-658-8040). In certain instances approval may also be required from the Department of Parks and Parkways (504-658-3200).**
- ☐ **A letter with a live seal from a Louisiana Registered Architect or Civil Engineer stating that:**
 - a) The structure is capable of withstanding a minimum 100 psf live load.
 - b) The structure provides 42" guardrails for public safety.
 - c) Stairs will have risers not more than 7" high and not less than 4", with treads not less than 11" wide, with handrails not less than 34" high nor greater than 38" high.
 - d) Handicapped ramps, where provided, shall have a slope of 1:12, in accordance with ANSI A.117.1.
 - e) The width of landings shall not be less than the width of the stairways/ramps they serve.
- ☐ **Approval Vieux Carre Commission (504-658-1420) for stands or bracing located on private property within the Vieux Carre.**

By signing below, I understand that no refunds will be granted once the Department of Safety & Permits has accepted payment for this permit:

Submitted by: _____ **Date:** _____

SAFETY & PERMITS USE ONLY

Zoning District: _____ **VCC:** ☐ Yes _____ ☐ No